



NASA Procedural Requirements

COMPLIANCE IS MANDATORY

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2011

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Subject: NASA Career Transition Assistance Plan

Responsible Office: Office of Human Capital Management

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Chapter 2. Career Transition Assistance Services

2.1 Introduction

Federal agencies are required to provide career transition services to employees who may be impacted by restructuring or workforce realignment. NASA is committed to providing assistance to its surplus and displaced employees, including employees in the excepted service and the Senior Executive Service, to transition to other new and rewarding opportunities elsewhere in NASA or transition to careers either within or outside the Government. Any career transition assistance offered by the Agency should be flexible to meet the needs of the individual employee. NASA will provide career transition assistance to include such services as counseling, interview coaching, resume preparation, organization of job fairs, information on job vacancies, and job search assistance. Priority may be given to displaced employees, as defined in Chapter 1, paragraph 1.4.1, over other employees eligible for career transition services.

2.2 Responsibility

2.2.1 The Assistant Administrator for Human Capital Management has overall responsibility for ensuring Agency compliance with the regulations, policies, and procedures governing career transition services for Federal employees, as specified under this chapter.

2.2.2 Center Human Resources Officers may provide career transition assistance services that go beyond these requirements to give displaced and surplus employees additional placement opportunities.

2.3 Career Transition Services

2.3.1 Excused Absence. Displaced and surplus employees may be authorized excused absence for purposes of career transition. Employees who have received a certificate of expected separation may be authorized up to eight hours of excused absence per pay period by their supervisor. Employees who have received a RIF separation notice may be authorized additional excused absence at the discretion of their supervisor.

2.3.2 Use of Government Equipment. Limited use of Government equipment for purposes of career transition is permissible. Employees must consult with their supervisors prior to utilizing office equipment (including fax machine, computers, copiers, and printers) so that it does not interfere with work responsibilities. The employees' supervisor retains final authority on the type and amount of Government equipment that can be used for this purpose. An employee has a duty to protect and conserve Government property and shall not use such property, or allow its use, for other than authorized purposes (e.g., outside employment).

2.3.3 Access to Services or Facilities after Separation. Available transition assistance services provided under a CTAP plan can be used by CTAP eligibles up to six months after separation. However, current NASA employees will be given priority for career transition services.

2.3.4 Orientation Session on the Use of Career Transition Services. When a Center identifies employees as surplus or displaced, as defined in Chapter 1, paragraph 1.4, the Center Human Resources Office will provide a specific orientation session for the affected employees. The orientation must include information on the use of career transition services and the eligibility requirements for selection priority under CTAP, Interagency Career Transition Assistance Program (ICTAP), and information on how to apply for vacancies under the CTAP and ICTAP (if

applicable).

2.3.5 Retraining to be Provided to Employees. NASA may provide retraining of surplus and displaced employees who require enhanced skills for placement in continuing positions within the Agency, elsewhere in the Federal Government, or in the private sector. The level and scope of training provided will be determined on a case-by-case basis. Factors to be considered in deciding whether training will be provided include, but are not limited to, the amount and type of training needed, cost of training, duration of training, and need for the resulting skills. Employees needing training must work with their supervisor and human resources office to prepare an Individual Development Plan (IDP) for employee development, which is required for retraining.

2.3.6 Access for Employees with Disabilities. Each Center will make career enhancement services available to all of its civil service employees. Centers will ensure that all services and opportunities are accessible to employees with disabilities and, when necessary, develop policies for such services at remote locations. Service will include information and guidance on Federal, state, and local resources for employees with disabilities.

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